



**Colleyville Community
Garden Advisory
Committee
Agenda**

City Hall
100 Main Street
Colleyville, Texas 76034
817. 503.1000
www.colleyville.com

Thursday, February 14, 2019
8:00 a.m.

Executive Conference Room
Third Floor – City Hall

1. CALL TO ORDER

2. REVIEW OF MINUTES

January 10, 2019

3. REGULAR AGENDA ITEMS

- 3a** Review of resolutions establishing and appointing members to the Colleyville Community Garden Advisory Committee
- 3b** Review, discuss, and consider adoption of Colleyville Community Garden Advisory Committee bylaws
- 3c** Organization of business and tasks

4. ADJOURNMENT

I hereby certify this agenda was posted on City Hall bulletin boards Friday, February 8, 2019 by 5:00 p.m.

Christine Loven, TRMC
City Secretary

A quorum of the Colleyville City Council and/or any other Colleyville Board, Commission, or Committee may be in attendance at this meeting.

Any matter on this agenda may, at the discretion of the governing body, be opened for public comment and discussion.

If you plan to attend this public meeting and have a disability that requires special accommodations, please advise the City Secretary at least 48 hours in advance at 817.503.1133, and reasonable accommodations will be made to assist you.

CCG MINUTES

Thursday, Jan 10, 2019, 10:00 am

First Meeting of City Community Garden Committee
City Hall Executive Conference Room

Attendees

Rich Hendler, Uma Lal, Linda Newton, Amy Putnam Amanda Novak, Natalie Genco, Mayor Newton and city staff.

Call to Order

Natalie Genco called the meeting to order at 10:07am

Introduction by Mayor Newton

Mayor Newton gave a summary of what is expected for the community garden and what the duties of the community garden committee will be.

It was clarified that the city will pay to have a water line brought to the community garden and pay for water usage. The community garden committee will pay for materials to build the garden and will find volunteers to help with garden installation.

Mayor Newton will check with the city attorney, Whitt, to see if community garden members need to go through training.

The community garden committee will report to Lisa, Parks and Rec Director. Lisa reports directly to city council.

Open Meetings Act

It was discussed as to whether the community garden committee would be required to follow the open meetings act. The mayor asked the city attorney if the committee would be able to meet outside of official city meetings and it was determined that they would be able to meet and/or work and/or have discussions outside of official meetings. All actions would have to be voted on in official meetings, however.

Committee members should send agenda items to Lisa one week in advance of our meeting.

501c3 and Nonprofit status

It was discussed whether we need to form a 501c3 for fundraising. Natalie reported that we already have a non profit in place (but this is not a 501c3) can be used for fundraising. People can also donate directly to the city on behalf of the community garden and get a tax deduction for this. This will restrict how the money can be spent, however. The community garden committee in N.Richland Hills let their 501c3 go and they advise that it is not needed for fundraising. Natalie suggested we wait to see if our sponsors need us to form a 501c3.

History of Community Garden

Natalie gave a brief history of work that has done under the Colleyville Community Garden non profit to organize for the community garden. She will send everyone the Power Point presentation she gave to city council to explain why the community garden would be a benefit to Colleyville.

Natalie mentioned that there is an old dairy barn with the back portion vacant that we can use as a storage for tools and garden equipment. Rich Hendler said we need to get approval from the city for this.

Natalie also stated there is large cistern set up for rain water collection that only needs a bladder and we can use it to water our garden. This water is healthier for plants than city water and using it will save money.

She also stated that the city chips tree limbs and makes mulch at the other side of the McPherson property. This is ideal as we can use this mulch in our garden.

Big Dig Day

It was decided that we would try to schedule our garden installation day, known as the “Big Dig Day” for late October or early November.

Bylaws

We will look over the generic committee bylaws the city suggests and discuss them at our next meeting. We can approve them at the next meeting but change them in the future if we need to.

Next Meeting

A day and time for future meetings was discussed and the consensus was that the second Thursday of each month at 8:00am would be best.

Organization

It was decided that for our next meeting, we need to establish a timeline and make a list of tasks.

McPherson Park Descendants

Linda will reach out to descendants of McPherson Park to see if they want to be involved in the community garden as the garden will be on the property they donated to the city for McPherson Park.

Sponsorship

It was decided that we need to put together literature to give to those who may want to sponsor the community garden.

Publicity

The city can help publicize the garden

Historical Preservation Committee

It was suggested we work with this committee as McPherson is an historical Colleyville site and once was a dairy farm. The Historical Preservation Committee could help us promote the community garden project and find volunteers. Mr. Fitzgerald is part of the Historical Preservation Committee has a collection of farm equipment and perhaps some of his pieces could be displayed at the community garden.

Adjourned



Colleyville Community Garden Advisory Committee Agenda Briefing

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Agenda Number 3a	Agenda Date 02/14/2019	Number
Type Regular Agenda Items		
Department City Secretary		
Title		
Review of resolutions establishing and appointing members to the Colleyville Community Garden Advisory Committee		

Strategic Plan

Explanation

The attached resolutions and current roster provide the history of the establishment of and appointments to the Colleyville Community Garden Advisory Committee.

Attachments

1. Resolution R-17-4208 - Establishing a CCGAC
2. Resolution R-18-4328 - CCGAC Appointments
3. Resolution R-18-4342 - CCGAC Appointment due to vacancy
4. Colleyville Community Garden Advisory Committee Roster

RESOLUTION R-17-4208

A RESOLUTION ESTABLISHING A COLLEYVILLE COMMUNITY GARDEN ADVISORY COMMITTEE, APPOINTING MEMBERS, AND ASSIGNING COMMITTEE RESPONSIBILITIES

WHEREAS, the City Council desires to offer the citizens of Colleyville interactive community experiences; and

WHEREAS, the City Council desires to promote the development and operation of a community garden to be located in the City of Colleyville at McPherson Park; and

WHEREAS, the City Council seeks to involve citizens in the development of a community garden by creating a citizen advisory committee to liaison with the Colleyville Community Garden, a 501(c)3 organization ("CCG"), to enhance and promote coordination between the two entities in the creation and development of the community garden; and

WHEREAS, the City Council desires to establish the Colleyville Community Garden Advisory Committee with the passage of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT a new citizens advisory committee entitled the "Colleyville Community Garden Advisory Committee" ("Committee"), which may consist of up to nine (9) members, is hereby established.

Sec. 2. THAT the following citizens are hereby appointed to the initial Colleyville Community Garden Advisory Committee:

- Natalie Genco
- Nancy Cook
- Pam Buie
- Mary Ramatowski
- _____

Sec. 3. THAT additional members may be appointed by the City Council from time to time.

Sec. 4. The purpose of the Committee will be to act as liaison between the City Council and the CCG regarding the establishment and administration of a community garden to be located at

McPherson Park. The initial responsibilities of the Committee may include:

- a. Recommending the structure of the City of Colleyville's financial and administrative participation in the community garden.
- b. Evaluating and bringing forth the recommended needs of the CCG, to include development of a fee structure for the CCG's administration of the community garden.
- c. Establishing evaluation criteria for the design, maintenance, and success of a community garden.
- d. Administering the building, funding, and general operation of the community garden.
- e. Periodically reporting, generally quarterly, to the City Council recommendations of the Committee.

Sec. 5. The Committee may establish its own rules of procedure until or unless, standard bylaws, approved by the City Council, are adopted, subject to the following:

- a. A quorum of the initial five (5) member Committee shall be three (3) members.
- b. The City Council shall appoint a chair who shall be a voting member of the Committee.
- c. All actions of the Committee must be approved by a majority of the membership of the Committee.
- d. The chair shall preside over all meetings.
- e. The Committee shall elect from its membership a vice-chair, who shall preside over meetings of the Committee in the absence of the chair, and a secretary, who shall be responsible for maintaining the minutes of the meetings, and provide same to the City of Colleyville City Secretary
- f. The Committee may appoint from its membership such subcommittees as it deems necessary.

Sec. 6. The City Manager is hereby authorized to provide such City resources as may be reasonable and necessary to support the operations of the Committee.

Sec. 7. The Committee shall exist perpetually unless such term is amended or abolished by the City Council; provided that, the members of the Committee shall serve two (2) year terms and shall be appointed by resolution in accordance with the City of Colleyville Charter.

Sec. 8. THAT this resolution shall take effect immediately upon passage.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 5 AYES, 2 NAYS, AND 0 ABSTENTIONS ON THIS THE 5TH DAY OF DECEMBER 2017.

Mayor Richard Newton	<u>AYE</u>	Mayor Pro Tem Bobby Lindamood	<u>AYE</u>
Place 1, Tammy Nakamura	<u>AYE</u>	Place 3, Kathy Wheat	<u>AYE</u>
Place 4, George Dodson	<u>AYE</u>	Place 5, Nancy Coplen	<u>NAY</u>
Place 6, Mike Taylor	<u>NAY</u>		

ATTEST:



Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE



Richard Newton
Mayor

RESOLUTION R-18-4328

A RESOLUTION APPOINTING MEMBERS TO THE COLLEYVILLE COMMUNITY GARDEN ADVISORY COMMITTEE

WHEREAS, six (6) positions on the Colleyville Community Garden Advisory Committee are vacant.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COLLEYVILLE, TEXAS:

Sec. 1. THAT the Colleyville City Council hereby appoints the following persons to serve a two-year term, expiring December 2020:

- Rich Hendler
- Uma Lal
- Linda Newton
- Amy Putnam
- Sam van Bever

Sec. 2. THAT the Colleyville City Council hereby appoints Natalie Genco as Chair.

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS ON THIS THE 20TH DAY OF NOVEMBER.

Mayor Richard Newton	<u>Aye</u>	Mayor Pro Tem Bobby Lindamood	<u>Aye</u>
Place 1, Tammy Nakamura	<u>Aye</u>	Place 5, Chuck Kelley	<u>Aye</u>
Place 3, Kathy Wheat	<u>Aye</u>	Place 6, Callie Rigney	<u>Aye</u>
Place 4, George Dodson	<u>Aye</u>		

ATTEST:



Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE



Richard Newton
Mayor

RESOLUTION R-18-4342

**A RESOLUTION APPOINTING A MEMBER TO THE
COLLEYVILLE COMMUNITY GARDEN ADVISORY COMMITTEE**

WHEREAS, there is one (1) vacancy on the Colleyville Community Garden Advisory Committee, and an application for appointment to the Colleyville Community Garden Advisory Committee has been received.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF COLLEYVILLE, TEXAS:**

Sec. 1. THAT the Colleyville City Council hereby appoints Amanda Novak to the Colleyville Community Garden Advisory Committee, to serve a two-year term, expiring December 2020:

AND IT IS SO RESOLVED.

APPROVED BY A VOTE OF **6** AYES, **_** NAYS, AND **0** ABSTENTIONS ON THIS
THE 18TH DAY OF DECEMBER.

Mayor Richard Newton	<u>Aye</u>	Mayor Pro Tem Bobby Lindamood	<u>Aye</u>
Place 1, Tammy Nakamura	<u>Aye</u>	Place 5, Chuck Kelley	<u>Aye</u>
Place 3, Kathy Wheat	<u>Absent</u>	Place 6, Callie Rigney	<u>Aye</u>
Place 4, George Dodson	<u>Aye</u>		

ATTEST:



Christine Loven, TRMC
City Secretary

CITY OF COLLEYVILLE



Richard Newton
Mayor

Colleyville Community Garden Advisory Committee

Natalie Genco, Chair

H: (817) 421-6828

nataliegenco@gmail.com

TERM: Dec 2017 - Dec 2019

Mary Ramatowski

H: (817) 421-6828

TERM: Dec 2017 – Dec 2019

Pam Buie

C: (817) 602-2982

pbuie2@gmail.com

TERM: Dec 2017 – Dec 2019

Richard Hendler

H: (817) 821-0005

Rjhen52@gmail.com

TERM: Dec 2018 – Dec 2020

Uma Lal

H: (817) 545-4245

C: (817) 908-9097

umaglal@hotmail.com

TERM: Dec 2018 – Dec 2020

Linda Newton

H: (817) 329-0100

lindagales@verizon.net

TERM: Dec 2018 – Dec 2020

Amanda Novak

H: (972) 754-6687

Arnovak06@gmail.com

TERM: Dec 2018 – Dec 2020

Amy Putnam

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TERM: Dec 2018 – Dec 2020



Colleyville Community Garden Advisory Committee Agenda Briefing

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Agenda Number 3b	Agenda Date 02/14/2019	Number
Type Regular Agenda Items		
Department City Secretary		
Title		
Review, discuss, and consider adoption of Colleyville Community Garden Advisory Committee bylaws		

Strategic Plan

Explanation

The draft Colleyville Community Garden Advisory Committee minutes have been reviewed by the City Attorney and are attached for review, discussion, and consideration of adoption.

Attachments

1. Draft - Colleyville Community Garden Advisory Committee bylaws

COLLEYVILLE COMMUNITY GARDEN ADVISORY COMMITTEE BYLAWS

ARTICLE I – Identification and Purpose

The Colleyville Community Garden Advisory Committee (“Committee”) was established by the City Council of the City of Colleyville, Texas, by Resolution R-17-4208 on December 5, 2017. The purpose of the Committee is to assist in the development of a community garden, including making recommendations to the City Council for the creation, development and operation of a community garden for the benefit of the City.

ARTICLE II – Membership

- 2.1 The Committee shall consist of up to nine (9) members who shall be appointed by the City Council for two (2) year terms.
- 2.2 Members shall serve without compensation and until their successors are appointed; unless otherwise disqualified to serve under state law or these Bylaws.
- 2.3 Members must be residents of Colleyville, Texas, unless City Council waives the residency requirement.
- 2.4 Vacancies on the Committee shall be reported to the City Secretary, and filled by appointment of the City Council for the length of the unexpired term.
- 2.5 If a member of the Committee fails to maintain a seventy-five percent (75%) attendance record for all regularly scheduled meetings, the Chair or staff liaison will notify the City Secretary. City Council may, at its discretion, declare a vacancy, advertise the open position, or appoint a replacement without advertising.

ARTICLE III – Officers

- 3.1 The City Council shall appoint a chair who shall be a voting member of the Committee.
- 3.2 All actions of the Committee must be approved by a majority of the membership of the Committee.
- 3.3 The chair shall preside over all meetings.

- 3.4 The Committee shall elect from its membership a vice-chair, who shall preside over meetings of the Committee in the absence of the chair, and a secretary, who shall be responsible for maintaining the minutes of the meetings, and provide same to the City of Colleyville City Secretary.
- 3.5 The Committee may appoint from its membership such subcommittees as it deems necessary.

ARTICLE IV – Meetings

- 4.1 The Committee may determine the frequency, location, and times of meetings, and location may be changed, as necessary.
- 4.2 Members unable to attend a regular meeting shall notify the Chair.
- 4.3 A majority of the voting Committee members shall constitute a quorum to conduct business of the Committee. The act of the Committee members present at a meeting, at which a quorum is in attendance, shall constitute the act of the entire Committee.
- 4.4 Meeting agendas will be posted on the City Hall bulletin boards and the City's web site 72 hours prior to all regularly scheduled Committee meetings. Approved meeting minutes will be included in City Council agenda packets under Reports.
- 4.5 Meeting agenda packets, if any, will be distributed to each member 72 hours prior to a meeting.
- 4.6 The Chair shall preside at all meetings. In the absence of the Chair, the Vice Chair shall preside.
- 4.7 The Chair may recognize individuals wishing to speak regarding an item on the agenda.
- 4.8 Special (informal) meetings, where no official action is to be taken by the Committee, may be called at the request of the Chair or three members of the Committee. Posting and notification of meeting requirements set forth in these Bylaws shall not apply to special meetings, except where the Committee intends to discuss and take action that includes making a formal recommendation to the City

Council. Recommendations to City Council may only be made at a meeting posted and noticed in the manner provide in Section 4.4 herein.

- 4.9 The Committee may establish sub committees as deemed appropriate. Such committees will be dissolved upon completion of the charge or task.
- 4.10 The Committee acts solely in an advisory capacity to the City Council and is not subject to the public posting and notice requirements contained in the Texas Open Meetings Act.

ARTICLE V – Duties and Responsibilities

- 5.1 The Committee is solely an advisory committee to the City Council regarding matters pertaining to the creation, development and operation of a community garden, and the Committee is not authorized to control or supervise public business or policy of the City of Colleyville.
- 5.2 Recommend the structure of the City's financial and administrative participation in a community garden.
- 5.3 Evaluate and bring forth the recommended needs, to include development of a fee structure for the administration and operation of a community garden.
- 5.4 Establish evaluation criteria for the design, maintenance, and success of a community garden.

ARTICLE VI – Amendments

- 6.1 These Bylaws may be amended by a majority vote at any regular meeting, if all members have been notified of the proposed amendment 72 hours prior to such meeting. Amendments must be in compliance with applicable City ordinances.



Colleyville Community Garden Advisory Committee Agenda Briefing

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Agenda Number 3c	Agenda Date 02/14/2019	Number
Type Regular Agenda Items		
Department City Secretary		
Title Organization of business and tasks		

Strategic Plan

Explanation

This item allows an opportunity to formulate a list of tasks, assignments, and timelines.

Attachments